



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3231

20 OCT 2006

NGB-ARH

MEMORANDUM FOR See Distribution

Subject: Army National Guard Weapons of Mass Destruction Civil Support Team
(WMD CST) Special Pay Implementation Policy Memorandum
(NGB-ARH Policy Memorandum #06-057)

1. References:

a. 37 United States Code, Chapter 5, Section 305b, Special pay: Service as member of Weapons of Mass Destruction Civil Support Team.

b. Memorandum, SAMR, Office, Assistant Secretary of the Army, Manpower and Reserve Affairs (M&RA), 17 Aug 06, subject: Implementation of Weapons of Mass Destruction Civil Support Team (WMD CST) Special Pay (enclosure 1).

c. Memorandum, Office, Deputy Secretary of Defense, 19 Mar 05, subject: Directive Type Memorandum – Guidance on Special Pay for Reserve Component Members Assigned to Weapons of Mass Destruction Civil Support Team (WMD CST) (enclosure 2).

d. Department of Defense Financial Management Regulation (DODFMR), Volume 7A, Section 570401E, Weapons of Mass Destruction Civil Support Team Pay.

e. National Guard Regulation 500-3/Air National Guard Instruction 10-2503, Weapons of Mass Destruction Civil Support Team Management, 12 Jan 06.

2. Purpose. Provide implementing policy and guidance for a new special pay entitlement.

3. Scope. Effective 17 August 2006, Army National Guard (ARNG) Commanders of WMD CST may authorize payment of \$150.00 per month to ARNG Soldiers who meet eligibility criteria established in this policy memorandum, Department of Defense Financial Management Regulation (DODFMR), Volume, 7A 570401E, and NGR 500-3. For partial months of fully qualified service performed, Soldiers will be paid 1/30 of the total maximum amount of \$150.00 for each day of duty performed.

NGB-ARH

Subject: Army National Guard Weapons of Mass Destruction Civil Support Team
(WMD CST) Special Pay Policy Memorandum
(NGB-ARH Policy Memorandum #06-057)

4. Eligibility. The following eligibility criteria apply:

a. Soldiers must be Active Guard Reserve, (AGR) full-time support (FTS) National Guard status in the ARNG on a DoD certified WMD CST, and

b. Enlisted Soldiers must be Duty Position Military Occupational Specialty Qualified (DMOSQ) and awarded the DMOS as a Primary MOS (PMOS) on orders for a valid position on an authorized Table of Distribution and Allowances (TDA) for a WMD CST unit and assigned to that duty position on orders.

c. Officers must be fully qualified in the Branch and AOC for the duty position identified on the TDA to which they are assigned, and

d. All personnel must be awarded the Skill Qualification Identifier (SQI): either R (Enlisted) or R1 (Officer), for completion of the Civil Support Skills Course (CSSC) conducted at Ft. Leonard Wood, MO.

e. Soldiers serving on an approved active duty for special work (ADSW) tour with a CST are not eligible for this Special Pay unless they meet all of the eligibility criteria noted in paragraph 4a through d above. If eligible, the Soldier will receive WMD CST Special Pay as defined in paragraph 3 above for the initial 140 consecutive days or more period covered by the initial/current order, and each subsequent ADSW order, provided the subsequent order period is for at least 140 consecutive days or more.

5. Responsibilities.

a. Each WMD CST unit commander will:

(1) Identify members who are qualified and eligible for WMD CST Special Pay, and authorize the start pay on a DA Form 4187, Personnel Action submitted by the Soldier. Unit commanders may not delegate this authority. The following additional instructions apply as applicable:

(a) Annual recertification for FTS AGR Soldiers is required and will be accomplished beginning every 1 October and completed for all WMD CST units not later than 15 October. Approve or disapprove an annual DA Form 4187 by checking the appropriate block in Section V, and then signing and dating in blocks 12 and 13 for Active Guard Reserve (AGR) Soldiers. Each DA Form 4187 must include: the Soldier's name, social security number, and effective date of entitlement for meeting the eligibility criteria. Note: this authority is not retroactive beyond 17 August 2006, or date of assignment and fully qualified, whichever is later.

NGB-ARH

Subject: Army National Guard Weapons of Mass Destruction Civil Support Team
(WMD CST) Special Pay Policy Memorandum
(NGB-ARH Policy Memorandum #06-057)

(b) Approve or disapprove a DA Form 4187 by checking the appropriate block in Section V, and then signing and dating in blocks 12 and 13 for assigned Soldiers serving on ADSW orders for 140 consecutive days or more. This is accomplished for each new order, and each new ADSW order must be for a minimum of 140 consecutive days or more to qualify Soldiers for WMD CST special pay.

(2) The DA Form 4187 will include the following statements in Section IV – Remarks:

(a) “1. Soldier is entitled to special pay in accordance with DODFMR 7A, 570401E.”

(b) “2. Soldier is fully qualified in accordance with NGR 500-3 and NGB-ARH Policy Memorandum 06-057.”

(c) “3. Soldier is awarded the Primary Military Occupational Specialty (PMOS), with the required SQI of R or R1 for enlisted or officer respectively, and is fully qualified for the assigned duty position in accordance with published guidance and National Guard regulations.”

(d) “4. Soldier is serving on an active duty tour in excess of 139 consecutive days in a Department of Defense certified and authorized WMD CST position.”

(3) Each eligible Soldier who submits an approved DA Form 4187 will have a stop payment date established based on the current order or Expiration Term of Service date as applicable.

(4) Each DA Form 4187 and copies of orders assigning Soldiers to the WMD CST position will be submitted through the unit's servicing Military Personnel Office (MILPO) to the servicing United States Property and Fiscal Office (USPFO) initially, and then on an annual basis on the anniversary of the initial date of eligibility, or as new orders are published, whichever applies.

(5) Counsel each Soldier on changes impacting their qualification for WMD CST Special Pay, such as, but not limited to; loss of security clearance, or loss of DMOSQ.

(6) Counsel members on rate changes and terminations.

NGB-ARH

Subject: Army National Guard Weapons of Mass Destruction Civil Support Team
(WMD CST) Special Pay Policy Memorandum
(NGB-ARH Policy Memorandum #06-057)

b. Each JFHQ, J1, WMD CST servicing MILPO will:

(1) Review entitlement rosters ensuring Soldier assignments to WMD CST are reflected correctly in personnel data management systems.

(2) Update personnel systems to reflect entitlement to WMD CST Special Pay when those systems are modified and made available.

(3) Retain one copy of all documents certifying Soldier eligibility for a minimum of 3 years in accordance with Army Records Information Management System (ARIMS).

(4) Forward all documents to their servicing USPFO for final disposition and payment processing.

c. Each servicing USPFO will:

(1) Inform units of payroll cutoff dates and ensure termination/stop transactions are input in a timely manner to reduce the number of debts created when entitlement is terminated.

(2) Ensure accuracy of entitlement documents.

(3) Follow up as necessary to ensure accurate and timely payment.

6. Terminations:

a. Terminations of entitlement prior to ending of order must be submitted on a new DA Form 4187 through the unit's servicing MILPO to the servicing USPFO within 7 days of the effective date of reason for termination.

b. The DA Form 4187 must state the effective date of the stop payment and the reason for terminating the entitlement.


NGB-ARH

Subject: Army National Guard Weapons of Mass Destruction Civil Support Team
(WMD CST) Special Pay Policy Memorandum
(NGB-ARH Policy Memorandum #06-057)

7. Point of contact is Mr. Ray Holdeman, Policy Branch, at 703-607-5851, DSN
327-5851, or email: raymond.holdeman@ng.army.mil.

Encl

1. Memorandum, ASA, M&RA
2. Memorandum, Deputy SECDEF


TAMMY L. MIRACLE
COL, GS
Chief, Personnel Policy
and Readiness Division

Distribution:
Each TAG, MILPO, USPFO

CF:

HRC

NGB J1

NGB G1

NGB G8

NGB ARP

NGB ARM

NGB ASM

NGB ARC

NGB ARF

NGB J3/DO (CST Program Office)



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
MANPOWER AND RESERVE AFFAIRS
111 ARMY PENTAGON
WASHINGTON, DC 20310-0111

AUG 17 2006


SAMR

MEMORANDUM FOR CHIEF NATIONAL GUARD BUREAU

SUBJECT: Implementation of Weapons of Mass Destruction Civil Support Team (WMD CST) Special Pay

1. Reference: United States Code, Title 37, § 305b, Special Pay: Service as Member of Weapons of Mass Destruction Civil Support Team.
2. On March 19, 2005, the Deputy Secretary of Defense issued a memorandum providing implementation guidance permitting payment of the Special Pay for Service as Member of Weapons of Mass Destruction Civil Support Team.
3. I approve your request to implement the Special Pay for Service as Member of Weapons of Mass Destruction Civil Support Team in accordance with the Deputy Secretary of Defense Memorandum.

Encl


Daniel B. Denning
Acting Assistant Secretary of the Army
(Manpower and Reserve Affairs)

Encl 1



DEPUTY SECRETARY OF DEFENSE
1010 DEFENSE PENTAGON
WASHINGTON, DC 20301-1010

MAR 19 2005

MEMORANDUM FOR ASSISTANT SECRETARY OF THE ARMY (M&RA)
ASSISTANT SECRETARY OF THE AIR FORCE (MR)

SUBJECT: Directive-Type Memorandum -- Guidance on Special Pay for Reserve
Component Members Assigned to a Weapons of Mass Destruction Civil
Support Team (WMD CST)

This memorandum provides implementing guidance on special pay for Reserve
Component members assigned to WMD CSTs (37 U.S.C. §305b(d)).

When determined necessary to address recruitment and retention concerns, the
Secretary of a military department may pay up to \$150 per month in special pay to
Reserve Component members who are assigned to WMD CSTs established under section
12310(c) of title 10, United States Code, and who are entitled to pay under section 204 of
title 37, United States Code, for performance of full-time duty in the National Guard.
This special pay is authorized only for fully qualified WMD CST members ordered to
active duty for an approved tour in excess of 139 days and serving in a DoD designated
and certified WMD CST position. It is expected that this special pay will be used to
support the National Guard's efforts to sustain efficient and effective WMD CST
capability to meet mission requirements.

Members will be paid this special pay consistent with the requirements of section
305b of title 37, United States Code. This pay is in addition to all other pays and
allowances to which the member is entitled.

My point of contact for this action is CDR McKnight, who may be reached at 703-
697-3793.

cc:
Assistant Secretary of Defense (RA)
Assistant Secretary of Defense (Homeland Defense)
Director, Defense Finance and Accounting Service
Assistant Secretary of the Navy (M&RA)



OSD 04228-05

Enclosure 2